TERMS OF REFERENCE FOR
THE GROUP OF ANAESTHETISTS IN TRAINING (GAT) COMMITTEE

1. The functions of the GAT Committee

1.1. To represent the interests of the members of GAT and to promote training, the practice of anaesthesia and communication amongst trainee anaesthetists.

1.2. To prepare scientific and other programmes for the GAT Annual Scientific Meeting.

1.3. To hold an Annual General Meeting (AGM) during the course of the Annual Scientific Meeting (ASM). A minimum of 28 days notice in writing shall be given of the meeting to the membership of GAT.

1.4. To prepare a report of its activities over the previous year for presentation at the AGM.

1.5. To administer the Oral Presentation Prize, the Anaesthesia History Prize, the Audit Prize and the poster prizes annually at the ASM.

1.6. To produce a Handbook for anaesthesia trainees on a two-yearly cycle.

2. Composition

2.1. All members of GAT are eligible for election to the Committee. Those standing for election should serve for at least two years. Unless in exceptional circumstances, and with full agreement of GAT Committee, only one member of the Committee is permitted to take leave from the Committee at any one time, for a maximum period of one year and not within the first year of election to the Committee. If an Officer wishes to take leave they must resign from their office during their leave and the rules for leave for a Committee member apply.

2.2. Election shall be by postal or electronic ballot of all members of GAT. The Honorary Secretary of the GAT Committee shall receive nominations by the publicised date, usually three months prior to the Annual General Meeting. The ballot shall be conducted according to the single transferable vote system.

2.3. The scrutineers shall be appointed by Council of The Association of Anaesthetists of Great Britain and Ireland.

2.4. The Committee shall comprise:

2.4.1. Twelve members, including Officers, who shall be elected by a postal ballot of all members of GAT.

2.4.2. AAGBI Council representative, normally the Honorary Secretary Elect.
2.4.3. Non-voting, co-opted members as follows: one trainee representative from the Royal College of Anaesthetists; one trainee representative from the Republic of Ireland; a minimum of one trainee representative from the Annual Scientific Meeting Local Organising Committee; and one trainee representative from the Junior Doctors Committee of the British Medical Association.

2.5. The Committee may, with prior approval, co-opt any person qualified to assist or advise the Committee. The Chairman should contact the AAGBI Honorary Secretary with requests for the appointment of co-opted Committee members.

2.6. The tenure of every Committee member shall be a maximum of four years unless elected to be an Officer. The date of appointment of all Committee members shall be taken to be the date of the Annual General Meeting of Group of Anaesthetists in Training. Any elected member who is appointed to a non-training post shall continue to hold office until the next Annual General Meeting. Any elected member who gains a Certificate of Completion of Training (or an equivalent) shall continue to hold office until the next Annual General Meeting.

2.7. The Chairman shall review the membership of the Committee every year.

3. Officers of the GAT Committee

3.1. The Officers shall be a Chairman, Vice-Chairman, Honorary Secretary and Linkman Co-ordinator.

3.2. The Committee shall elect its Officers from the elected members of the Committee at the time of the Annual General Meeting of the Group.

3.3. Chairman – the Chairman shall hold office for one year and be eligible for re-election but shall not hold office for more than two years. The Chairman shall attend meetings of the Association of Anaesthetists of Great Britain and Ireland Council and the Council, meeting as Board of Directors, as a full member.

3.4. Vice-Chairman – the Vice-Chairman shall hold office for one year and be eligible for re-election but shall not hold office for more than two years.

3.5. Honorary Secretary – the Honorary Secretary shall hold office for one year and be eligible for re-election but shall not hold office for more than two years. The Honorary Secretary shall attend meetings of Council and the Council, meeting as Board of Directors, as a full member.

3.6. Linkman Co-ordinator – the GAT Linkman Co-ordinator shall hold office for one year and be eligible for re-election but shall not hold office for more than two years.

3.7. Casual Vacancies – the Committee may appoint an elected member of the Committee to fill a casual vacancy amongst the Officers. This member shall hold office until the next Annual General Meeting by which time the Committee shall have elected a member to the vacant position.

3.8. At the Committee’s discretion, elected members may be appointed to a position of ‘Officer’-Elect. The elected member would hold this position during the last year of the incumbent Officer’s term. It is expected that the ‘Officer’-Elect will succeed the Officer at the next Annual General Meeting.
3.9. The Chairman or Honorary Secretary shall provide a written report for inclusion in Council papers for every meeting of Council.

3.10. The Chairman or Honorary Secretary shall submit a written annual report from the Committee for inclusion in the Annual Report.

4. Meetings

4.1. The Committee shall usually meet four times a year but may, with the agreement of the AAGBI Honorary Secretary, meet more frequently.

4.2. The quorum for a meeting shall be four GAT Committee members.

4.3. Minutes of all Committee meetings shall be kept, submitted to the Honorary Secretary of the Association, and brought to Council.

4.4. The Committee shall, when requested, nominate to Council for their approval the names of representatives on the committees and working parties of the Association.

4.5. The Committee shall consider the proposals made by the ASM Local Organising Committee for the content of the GAT Annual Scientific Meeting.

4.6. The Committee shall make nominations to the Events & Seminars Committee for the Pinkerton and Wylie Lecturers at the ASM.

4.7. The Committee shall, when requested to do so, nominate to Council for approval the names of representatives to serve on committees, etc… outside the Association.

4.8. If the Committee discusses a grant, award or prize for which a member of the Committee has applied or in which the member has a conflicting interest, that member must declare his/her interest and excuse himself/herself from that part of the meeting.

4.9. The Chairman should seek to reach decisions by consensus. In the absence of this, a vote will be held. Co-opted members shall not vote. In the event of a tied vote, the Chairman shall have a second, casting vote.

4.10. Decisions made by the Committee have the status of recommendations or proposals to Council, and should not be enacted until ratified by Council.

5. Annual General Meeting

5.1. At this meeting, the nominations for Officers shall be presented and the results of the postal ballot for election to the Committee shall be announced.

5.2. The Chairman of the Committee shall chair the meeting unless unable to attend when the Committee shall nominate another Officer to take the Chair.

5.3. Rules of procedure

5.3.1. Quorum – ten members of GAT shall constitute a quorum.

5.3.2. Voting – all trainees may attend the AGM but only members of GAT may vote. Voting shall be by a show of hands unless there is a request for a closed ballot. The Chairman shall have a casting vote.
5.3.3. The Chairman shall present a report of the work of the Committee during the previous year.

6. The GAT Handbook

6.1. The Committee shall nominate to Council a minimum of one of its members to serve as Editor of the GAT Handbook. The Editor shall be appointed every two years and may serve for a maximum of four years within the constraints detailed in paragraph 2.6.

7. Royal College of Anaesthetists

7.1 The Committee shall, when requested, nominate to Council for their approval, a member of the GAT Committee to serve as a co-optee on the Trainee Committee of the Royal College of Anaesthetists, or other such committees. The Vice-Chairman will normally undertake this role.

8. Articles of the Association

8.1. The Committee shall be subject to the Articles and Regulations of the Association of Anaesthetists of Great Britain and Ireland or the AAGBI Foundation as appropriate.

9. Review

9.1. The Committee shall review its Terms of Reference every year, and recommended changes shall be submitted to the Honorary Secretary for consideration by Council.

June 2011